

## (Cover Letter Sample)

# Amy Michelle Christianson

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February 2, 2016

Ms. Patricia Alvarez  
Internship Coordinator, University Relations  
Dell Computer Corporation  
2214 West Braker Lane  
Austin, TX 78758

Dear Ms. Alvarez:

I am writing to apply for an internship with your marketing department for this coming summer. I learned of the opportunity from my professor, Dr. Nicholas Networker. I am very interested in working with Dell and hope to contribute my unique talents and motivation in working with your marketing team.

As a junior business management major and applied communication minor, I have acquired the foundational knowledge necessary to succeed in a professional marketing internship. I have excelled in my courses while developing a passion for conducting market research and implementing marketing strategies. My work experience in direct sales, food and beverage, and architecture has provided me a keen sense of professionalism, a strong work ethic, and sensitivity to customer satisfaction. Past supervisors have affirmed my time management skills and attention to detail. I feel more than prepared to join a corporate environment where efficiency and productivity are highly valued.

Please see my enclosed resume for further details regarding my educational background and work history. I look forward to talking with you so I can further demonstrate how my background and experience could be an asset to Dell. Please let me know if you need any additional information. Thank you for your consideration.

Sincerely,

**Amy Christianson**

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